

Meeting Date

October 20, 2015

Review and disposition of seven (7) Internal Complaints filed  
09/09/15 by Poston, Nicole

- 1) 8/18/2015 After Convocation: SPED meeting with Elaine Karp  
Elaine stated that she handed out IEP Checklist in 14 size font
- 2) 8/18/2015: Building-wide Staff Meeting @ 10:00 AM  
MJHS Admin stated that handout was in 14 size font  
Presentation was available during/after the meeting  
Presentation is available in staff resources live binder (MMS 2015 code)
- 3) 8/19/2015: PD session by Brian McNulty  
MJHS Admin stated that handout was in 14 size font  
Power Presentation was not available prior to meeting
- 4) 8/19/2015: PD session by SST 9  
MJHS Admin stated that building data handout was in 14 size font  
Power Presentation was not available prior to meeting
- 5) 8/19/2015: PD session by Kris Blair  
Blair stated that there were no handouts  
Items were written on Large Poster Paper
- 6) 8/20/2015: Forms to be filled out were placed in mailbox.  
Forms placed in mailbox by secretarial staff were not in 14 size font
- 7) 8/31/2015: Staff Education Technology Acceptable Use and Safety  
Agreement  
Forms placed in mailbox by secretarial staff were not in 14 size font

**MSS000139**